INFORMATION TECHNOLOGY COMMITTEE
December 18, 2012
8:00 am
Conference Room 202

Present: Chairman Ron Niemann, Pat Shea, Bob Boyle, Marie Wamsley, Kim Winslow, John Hastie, and Becky Taylor

(1) **Call to Order:** The meeting was called to order at 8:00 am by Chairman Niemann

(2) **Proof of Posting:** Ron asked if the meeting was properly posted, and Kim advised that the agenda was posted by the County Clerk's office in the Courthouse, Hospital, Darlington Municipal Building, and the County's website.

(3) **Action on Agenda:** Motion by Wamsley, second by Shea, to approve the agenda as presented. Voice vote, motion carried.

(4) **Action on Minutes:** Motion by Wamsley, second by Winslow, to approve the minutes from the November 15, 2012 meeting as presented. Voice vote, motion carried.

(5) **Purchase of two new computers and a monitor for the Business Office at the Hospital:** Marie advised that the computer used by the former business office employee is old and having multiple issues. It also has an old 13" monitor, and with the multiple programs that this employee uses, they would like to purchase two new monitor and have dual monitors set-up. The price for a new computer, two monitors, and Microsoft license the cost is $787.73. Motion by Boyle, second by Winslow, to approve the purchase of the new computer, two monitors and Microsoft license for $787.73, pending approval by the Hospital Committee on December 21, 2012. Voice vote, motion carried.

Marie also advised that another employee in the business office is in need of a new computer as well. Her computer is very old and is having virtual memory issues with programs she is trying to run. The cost of the new computer with the Microsoft license is $574.51. A motion was made by Boyle, second by Winslow, to approve the purchase of the new computer with Microsoft license for $574.51, pending approval by the Hospital Committee on December 21, 2012. Voice vote, motion carried.

(6) **Purchase of a new computer and monitor for the Lab at the Hospital:** Marie said that the computer that the Lab Manager had was extremely slow, it locked up frequently, and the monitor has died. They were having so many problems with the Lab Manager's old computer that they have temporarily taken the new computer that they ordered for the Respiratory Therapy last month, to use for now until they could get a new one ordered for her. The cost of a new computer, monitor, and Microsoft license is $681.12. A motion was made by Boyle, second by Winslow, to approve the purchase of a new computer, monitor, and Microsoft license for $681.12, pending approval by the Hospital Committee on December 21, 2012. Voice vote, motion carried.

(7) **Purchase of a new laptop for Administrator at the Hospital:** Marie advised that the current laptop used by the Hospital Administrator is extremely old and it is having slowness issues with programs that are trying to run, and locking up. They would like to get a new laptop for the new incoming Administrator, to help make her job more efficient. The cost of a new laptop and Microsoft license is $878.74. A suggestion was also made for Marie and Jason to look into 'DropBox' file storage, so that they can access necessary files whether they are at the Manor or the Hospital. A motion was made by Boyle, second by Shea, to approve the purchase of a new laptop and Microsoft license for $878.74, pending approval by the Hospital Committee on December 21, 2012. Voice vote, motion carried.

(8) **Purchase of Adobe Acrobat Pro software for Administration Department at Hospital:** Marie said that the Administration department at the Hospital would like to purchase Adobe Acrobat Pro software, to be able to convert PDF files into a writable form to type information into versus buying and using a typewriter to do the job. They used to use a typewriter to fill out the forms from the State, but that has since quit working, so they would need to purchase a new typewrite. But Marie felt that using this software would be more efficient. The cost of this software is $337.48. A motion was made by Shea, second by Winslow, to approve the purchase of the Adobe Acrobat Pro software at a cost of $337.48, pending approval by the Hospital Committee meeting on December 21, 2012. Voice vote, motion carried.

(9) **Wireless microphone and sound system for the County Board Room:** Pat Shea advised that he has only received a quote back from Fuzzy's Audio in Monroe, but it did not include the internet portion. He also requested a quote from Fearing Audio in Madison, but he has not received anything back. This item will be tabled to the next meeting.

(10) **Management Software for future computer inventory:** Jason was unable to attend the meeting, so this item has been tabled to the next meeting.

(11) **New email server, email software, and email encryption:** Jason was unable to attend the meeting, so this item has been tabled to the next meeting.

(12) **Inactive account processes:** Jason was unable to attend the meeting, so this item has been tabled to the next meeting.

(13) **Monthly update from IT Department:** Jason was unable to attend the meeting, so we will get an update from Jason at the next meeting.

(14) **Approval of IT Vouchers:** Kim presented the vouchers for December. The first voucher was for $4,177.46, which included the (5) new computers for ADRC which were approved at last month's meeting. It also included the monthly cell phone bills and mileage for the IT Department.

The second voucher was for $584.03, which was an emergency purchase of a laptop for Human Services.

Motion by Boyle, second by Shea, to approve the vouchers as presented. Voice vote, motion carried.

(15) **Future Agenda Items:** - wireless microphone and sound system for County Board Room
 - management software for future computer inventory
 - new email server, email software, and email encryption
 - AS400 training for IT Department
 - full-time IT position for Christine Douglas
 - monthly update from IT Department

(16) **Next meeting date:** January 15, 2013

(17) **Adjournment:** Motion by Boyle, second by Wamsley, to adjourn the meeting. Voice vote, motion carried.